

**CITY OF RIVERDALE
EMPLOYMENT OPPORTUNITIES**

<u>Position</u>	<u>Department</u>	<u>Salary</u>	<u>Shift/ Schedule</u>	<u>Application Expiration</u>
Court Clerk	Court Services	\$26,034	Full-Time / Temporary	May 31, 2006

THIS IS A TEMPORARY POSITION THROUGH JUNE 30, 2006.

This position is responsible for providing customer service, clerical, and bookkeeping support to the Municipal Court and assisting the court administrator with all court functions.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent. Some College coursework preferred.
- One to three years of customer service and clerical experience.
- Knowledge of basic accounting principals helpful.
- Experience as a cashier a plus.
- Equivalent combination of education and experience.
- Knowledge of Spanish helpful.

JOB RESPONSIBILITIES AND DUTIES:

- Processes and enters citations and bond information in the court computer system.
- Runs driver and criminal histories and tracks prior offense on case file to determine sentencing.
- Record, receipt, and deposit payments according to established court procedures; maintain reports regarding payments.
- Answer questions over the phone and in person about court calendar, filed information, court hearings, fines, directions, and general inquiries about court services.
- Responsible for scheduling cases and notifying attorneys and police officers of when the cases will be heard in court; mail out notices if court dates have to be reset.
- Prepare arraignment dockets for court.
- Issues subpoenas to all witnesses and officers.
- Maintains case files on misdemeanor incidents and arrests.
- Attend court and check in defendants, attorneys, witnesses and assist court officials with other administrative duties.
- May be responsible for overseeing all warrant information.
- Perform related work as required.

A complete job description may be obtained on riverdalega.gov or from Human Resources.

All applicants may be required to complete the following: written exam; physical exam, drug screening, polygraph and background investigation.

Equal Opportunity Employer

APPLICATION PROCESS: If you feel you qualify for the above position, and you meet the minimum qualifications, you may obtain an application on riverdalega.gov. Applications may also be obtained at Human Resources, 782 Orme Street, Riverdale, GA 30274 between 8:00a.m. and 5:00 p.m., Monday – Friday. Completed applications must be received by 5:00 p.m. on the closing date of 05/31/2006.

(Posted 05/04/2006)